PROPOSED

RPA NUMBER (HR USE ONLY)

21-291

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 3/29/22	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist II		E. POSITION WORKING TITLE Digital Identity Engineer
F. CURRENT POSITION NUMBER 695-542-1414-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Enterprise Technology/Digital ID		I. SUPERVISOR NAME AND CLASSIFICATION Greg Fair, Deputy Director, Digital ID, CEA B

J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY, 8:00 AM – 5:00 PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO
		DRIVING AN AUTOMOBILE ☐ YES ☒ NO

Section B: Position Functions and Duties
Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☐ Business Technology Management   ☒ IT Project Management   ☐ Client Services
☐ Information Security Engineering   ☒ Software Engineering   ☒ System Engineering

Organizational Setting and Major Functions

Under the general direction of the Digital ID Deputy Director (CEA B), the Information Technology Specialist II (IT Spec II) serves as the primary Engineer for the Digital ID initiative. This highly skilled position serves as the technical builder and support for the Deputy Director, Digital ID, inclusive of designing, developing, and operating the Digital ID ecosystem. Additionally, the IT Spec II will be responsible for the security, reliability, and implementation of Digital ID technology statewide. The IT Spec II provides data insights and recommendations on potential solutions involving complex technological challenges, requiring a depth of understanding across a variety of technologies.

Developing a centralized functional Digital ID ecosystem for public-facing services is a foundation of the State's ability to provide digital services in a consistent, secure and reliable manner. Deployment of the Digital ID ecosystem to a subset of state services will be the first step in the State's Digital ID journey to develop a roadmap for Digital ID that will expand to all state services.

% of time performing duties	**Essential Functions** (Percentages shall be in increments of 5 and should be no less than 5%.)
50%	**Data Engineering** • Lead the design and development of optimal data pipeline architecture patterns. • Lead the design and development of end-to-end ELTs / ETLs based on business needs. • Lead and assemble large, complex data sets that meet business requirements. • Lead the identification, design, and implementation of internal process improvements: automating manual processes, optimizing data delivery, re-designing infrastructure for greater scalability, etc. • Lead the development of processes supporting data transformation, data structures, metadata, dependency and workload management. • Frame and break down complex problems into key components, design solutions and data analysis tools to derive insights, and recommend practical solutions to achieve results. • Lead numerical analysis, data cleansing, energy data modeling, and data visualization • Lead the implementation of data transforms and organization for various data stores (data lakes, databases and data warehouses).
30%	**Client Services** • Work with product owners and users to build and evaluate business cases to support product investment decisions. • Development, execution and maintenance of test plans, test scenarios, and test cases.

% of time performing duties	
	• Collaborate with the business and development teams to troubleshoot and resolve defects and other related issues. • Facilitate the defect management and triage process for assigned projects. • Assist in the planning, facilitation, scribing and distribution of minutes for meetings.

10%

Data Systems Support / Maintenance
- Proactively manage the quality and integrity of data and data solutions, including data lakes, databases and data warehouses.
- Lead development of the automation of data intake, storage and distribution solutions at scale.
- Monitor, maintain and provide support for data systems and environments.
- Perform data cleansing, data scrubbing and normalization.
- Perform audits of data use, practices and solutions.
- Manage and maintain user access to data systems.

5%

Training Services
- Lead the development of knowledgebase, training outlines, user guides, and other training material for Data Engineering software tools and utilities.
- Organize and conduct user training, overseeing the delivery of training to clients, CDT staff, and relevant stakeholder groups.
- Evaluate outcomes to ensure that trained staff have sufficient knowledge and skill to properly use the software tools and utilities.

5%

Marginal Functions (Percentages shall be in increments of 5 and should be no more than 5%.)
Other related duties as required.

Work Environment Requirements
- May be required to carry and use a cell phone or mobile device.
- May occasionally be required to work some weekends.
- May occasionally be required to work outside of normal business hours.
- May occasionally be required to travel between Rancho Cordova and Sacramento.

Allocation Factors (Complete each of the following factors.)

Supervision Received:
The IT Spec II receives general supervision from the Deputy Director, Digital ID.

Actions and Consequences:
The IT Spec II should have a thorough understanding of the responsibilities and duties of this position and also a broad understanding of the mission and goals of the OET. Poor decisions, judgments, and recommendations in the areas above could result in dissatisfaction of partners and the inability for products to function.

Personal Contacts:
The IT Spec II has regular contact with various California departments, agencies and their executive leadership and project staff, the California Government Operations Agency, CDT executives, leadership and project staff, and consultants.

Administrative and Supervisory Responsibilities: **(Indicate "None" if this is a non-supervisory position.)**
None

Supervision Exercised:
This level does not supervise but may lead. The IT Spec II has defined responsibility and authority for decision making related to projects or in an advisory function.

Other Information
The IT Spec II should have knowledge of Data Warehouse reporting systems including Extract, Transform and Load (ETL) tools and processes, data modeling, reporting for end users, and data pipelines. Additionally, the incumbent should possess the following knowledge, skills, and/or abilities:

Knowledge of:
- Information technology systems (software) programming, equipment; capabilities and interfaces between hardware and software.
- Requirements for the installation and implementation of complex information technology software systems.

Ability to:
- Conceive and portray the big picture; creatively think outside the box with the ability to power through challenges in pursuit of a solution.
- Apply creative thinking in the design and development of methods of processing information with information technology systems.
- Conceptualize database optimization.
- Conceptualize data presentation.
- Pay attention to detail, achieve thoroughness and accuracy when accomplishing a task.
- Manage workload of multiple assignments at a time.

Desirable Qualifications: (List in order of importance.)
- Bachelor's Degree in Computer Science or Information Technology is desired.
- Knowledge/experience with data engineering principles.
- Experience or education in one or more of the following technologies: Snowflake, Amazon Redshift, Microsoft MSSQL, PostgreSQL, Oracle, other SQL based RDBMs, NoSQL, Hadoop, ETL / ELT, Data Lakes, Data Warehouses and Enterprise Metadata Management Systems.
- Experience with Azure Data Factory, Azure Functions, Azure Logic Apps, Amazon Glue, Amazon Lamba, S3, Azure Blob, FME, 5TRAN and Matillion.
- Knowledge and experience with Data Warehouse concept and architectures, Online Analytical Processing (OLAP) technologies, Star-schema, Snowflake schema and Aggregation etc.
- Experience building end-to-end data solutions using Data models, Data pipelines and BI products.
- Experience or education of programming in one or more of the following languages: .NET, C#, Java, SQL, R, Python.
- Experience producing requirements documents, systems architecture and interfaces, data model diagrams, configuration management documents etc.
- Ability to conceive and portray the big picture; creatively think outside the box with the ability to power through challenges in pursuit of a solution.
- Excellent communication and customer service skills, including the ability to present ideas and information effectively, both orally and in writing.
- Knowledge of project management best practices.
- Ability to critical think and approach problems with creatively while using a variety of analytical techniques to resolve said problems.
- Knowledge of principles of public administration, organization, analytical techniques and technical report writing; methods to conduct research, analyze and evaluate information, develop studies and prepare reports.
- Knowledge of state and CDT rules, regulations, policies, practices, and reporting criteria.
- Ability to apply creative thinking in the design and development of methods of processing information with IT systems.
- Ability to analyze information and situations, data and complex business systems, identify problems, reason logically and creatively, draw valid conclusions, and develop effective solutions.
- Ability to learn emerging technologies that may become necessary to support the organization's business and long-term strategic plan

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE